Making a good impression, especially during your first few weeks in a new situation, is important to your success. Following the tips below will enhance your confidence, professionalism, and performance in student jobs, research labs, grad school, internships, co-ops, practicum, volunteer opportunities, and career positions.

Communicate:
Convey passion, interest, and energy
Express humility and a willingness to learn
Maintain regular communication with your supervisor
Try to resolve conflicts directly with the parties involved

Clear:
Know your responsibilities and those of coworkers
Ask for clarification or guidance if the expectations are unclear
Understand hierarchy, politics, and policies
Clearly identify yourself when interacting with colleagues, clients, and customers

Conscientious:
Be punctual
Maintain the agreed upon work schedule
Notify the site if you need to be absent
Dress appropriately for the workplace environment
Spend your time wisely and on work-related tasks

Courteous:
Say please, thank you, etc.
Respect the rights and privacy of others
Silence your cell phone
Maintain good boundaries

Cautious:
Observe and listen before making suggestions
Use email, the Internet, and long-distance privileges for professional purposes only
Be aware of non-verbal cues you may inadvertently send in email
Think before hitting “reply all”
Don’t date coworkers – especially during your first few weeks
Compromise:
Be realistic in your expectations and requests
Realize you will not always get your way
Engage in give-and-take
Understand there are good and bad parts of every experience
Remember you are the new employee, not the boss

Connect:
Develop mutually beneficial relationships with coworkers
Build your professional network inside and outside the company
Think about how your degree relates to your position
Remember you are representing the UW and your program

Clean:
Keep your workspace clean
Don’t make a mess in communal areas such as conference rooms and kitchens
Use professional, inclusive, culturally-sensitive language
Stay home if you are sick

Confidential:
Don’t discuss private company issues outside the workplace
Be careful what you post about your workplace on social media sites
Abide by ethical guidelines
Avoid office gossip

Contribute:
Initiate projects
Be proactive
Stay busy

Complete:
Finish all assigned tasks by their deadlines
Fulfill the expectations of your job description
Go above and beyond the minimum requirements